App. F. IX-4

Previous References
Census 18-30 & 1-2

1931. (Census)

File No. 5-31
Serial Nos. 6, 7

Later References
Cens. 39-40, R. 1, 3.

General and Revenue Secretariat.

Serial Nos. 2

Part B for November 31.

SUBJECT.

Increment to Mr. Narasinga Rao. Head Clerk of the Census office.

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2 7. To. G. 3666-7 & 6.11.31.

The Census Superintendent
The Comptroller

Sanctions an increment of Rs 5 to Mr. Narasinga Rao

(57) 369. 2026

General and Revenue Secretariat — Cens File No. 5 of 1931. — [App. F. III—2

Serial No. 6

From the Census Superintendent
No. 276 dt. 10-10-1931

Requests sanction to the grant of an increment of Rs 5/- due to the Head Clerk, Mr. R. Narasinga Rao, of his office.

subd. for orders.
W.P. 15/10.

Please suggest a draft sanctioning the request.
subd. with a draft.
W.P. 16/10.

dd 15-10-31

May issue after perusal by the Fin: Secy.

dd 19.10.31

Gen: Secy)
Yes W.P. 27.10

Fin: Secy
Looks right

H 1389/28-10-31

May issue only after approval of the Member in charge.

28/10/31.

I Member)

27.10 dd

GENERAL SECRETARIAT 20 OCT. 1931 No 17

THE REGISTER OF COUNCIL 3362

CENSUS SECTION 4 NOV. 1931 GENL. & REV. SECT.

3/11/31

To The Census Supdt.
The Compti.
No. P. 3666-757 6-11-31
Sanctions an increment of Rs. 5/- to Mr. R. Narasinga Rao.

Note—Contn. Sheet.

WD 70—GBPM—60,000—13-8-31.

dd 7/11

Cens 18-3 Pts 1+2 14

Cens. 5-31-6 (2)

No. 276/31-32

OFFICE OF THE CENSUS SUPERINTENDENT IN MYSORE,
~~RACE VIEW, HIGH GROUND,~~

Bangalore, dated 10th Octr. *1931*.

FROM

M. VENKATESA IYENGAR, ESQ., M.A.,
CENSUS SUPERINTENDENT IN MYSORE,
BANGALORE.

GENERAL SECRETARIAT 10 OCT. 1931

2026 13 OCT 1931

To

H.V.Ramaswami, Esq., M.A., B.L.,
Secretary to Government,
General Department, Bangalore.

SIR,

I have the honour to state that Mr. R. Narasinga Rao, Head Clerk of my office was appointed to the grade Rs.65-5-75 in October last. He should have received an increment of Rs.5/- to his pay this month. As, however, it has been ordered in Government Order No.Fl.1795-850/G.F.54-31-1 dated the 14th September 1931 that such increment should not be granted except under specific orders, I have the honour to request that sanction of Government may be obtained to the increment being given to this official. Mr. Narasinga Rao has attended to his work with great zeal and industry. I may bring to the notice of Government the fact that the establishment in the office this time is much less than in 1921 and that Mr.Narasinga Rao has really done the work of a Manager who was paid much larger amount in the previous Census. The increment now proposed is small and its grant is fully justified in the circumstances of the case. The extra expenditure will be met from the provision under "Establishment" in the current year's budget of the Department.

I have the honour to be,
Sir,
Your most obedient servant,

M. Venkatesa Iyengar

Census Superintendent.

(3)

S. O.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. Fl. 1795-1850—G. F. 54-31-1, dated 14th September 1931.

Economies in the Budget Grants of 1931-32.

Issues further instructions for effecting ——.

READ—

Circular No. Fl. 7029-89, dated the 13th March 1931, issuing instructions in the matter of the reduction of establishment charges and absorption of supernumerary hands.

2. Circular No. Fl. 9926-976—G. F. 216-30-1, dated the 30th June 1931, issuing instructions in the matter of economising the provisions made in the Budget Estimates for 1931-32 as far as possible.

3. Government Order No. Fl. 739-90—G. F. 21-31-1, dated the 27th July 1931, issuing further instructions in the matter.

ORDER THEREON NO. FL. 1795-1850—G. F. 54-31-1, DATED 14TH SEPTEMBER 1931.

In view of the absolute necessity for effecting the maximum possible economies in the expenditure grants provided in the current year's budget, Government are pleased to issue the following additional instructions for the strict guidance of all officers:—

(1) No vacancies (whether in superior or inferior service)—permanent or temporary—will, as a rule, be filled up during the present financial year and work of the vacant appointment will be entrusted to other officers with no additional emoluments.

(2) In exceptional cases where an appointment has necessarily to be made, the instructions issued in the Government Order of 27th July 1931 should be followed and the officer appointed should be given the minimum pay possible and the appointment should be considered as purely temporary. No seriatim or grade to grade promotions will be permitted.

(3) Until further orders, no new appointments on incremental rate of pay should be made.

(4) The rules regarding the grant of increments to officers holding appointments on progressive rates of pay (or time-scale) otherwise than substantively will be suspended and future increments to such officers will not be granted except under the specific orders of Government.

(5) No leave will be granted if it involves extra cost except on grounds of ill-health supported by Medical Certificate or for other urgent and unavoidable cause.

(6) Transfers should be minimised as far as possible.

(7) The touring work of officers should be suitably regulated with a view to limit the travelling allowance charges to the absolute minimum.

(8) The grants provided in the current year's budget for ordinary travelling allowance will be reduced by 25 per cent and for fixed travelling allowance by 20 per cent. The period of touring required of officers in receipt of fixed travelling allowance in view of the reduction made in the latter will be settled by the Heads of Departments concerned and reported to Government.

(9) The provisions made in the budget for repairs and maintenance of buildings will be retrenched by 40 per cent.

(10) Deputations of officers for purposes of study or training should be stopped.

(11) No new purchase of articles of furniture, books, or other equipment will be made.

(12) All possible economies under printing should be made. The Superintendent, Government Printing is requested not to undertake the printing of any matter which need not necessarily be printed or which can afford to wait. In cases of doubt, he should refer the matter for the orders of Government.

(13) It is necessary that rigorous economy should be enforced in the consumption of stationery articles. The supply to be made to each office during the current year will be half the usual quantity. The instructions issued in Government Order No. M. 5501-60—P. & S. 74-21-1, dated the 1st June 1922, O. M. No. M. 5595-639—P. & S. 74-21-2, dated the 6th June 1922 and Government Order No. E. 1737-95—P. & S. 74-21-9, dated the 7th September 1922 (*vide* appendices) should be strictly followed.

(14) Every item of contingent outlay or other optional expenditure will be scrutinised by the disbursing officer concerned with a view to eliminate all unnecessary items and put off the deferable ones.

(15) The powers of re-appropriation delegated to Heads of Departments are temporarily withdrawn.

No new expenditure of any kind, however small, not provided for in the budget will be incurred without the sanction of Government.

B. SRINIVASA IYENGAR,
Financial Secretary to Government.

To—The Heads of Departments.
The Deputy Commissioners of Districts.
The Secretaries to Government.
The Comptroller to Government.
The Compiler, *Mysore Gazette.*

Exd—C. K.

No. FL. 1795-1850—G. F. 54-31-1, DATED 14TH SEPTEMBER 1931.

S. O.

APPENDIX I.

G. O. No. M. 5501-60—P. & S. 74-21-1, dated 1st June 1922.

Economising the use of Stationery and reducing Printing Work.

Issues instructions in regard to —— and calls for a report in the matter from Heads of Departments.

READ—

Government Order No. G. 21945-22005—P. & S. 7-20-3, dated the 20th May 1921, issuing instructions regarding the revised scales of stationery articles, etc., to be issued to the different offices of the State and the economies to be effected in the issue of paper and stationery articles.

ORDER No. M. 5501-60—P. & S. 74-21-1, DATED 1ST JUNE 1922.

Government observe that in spite of repeated instructions for economising the use of paper and stationery articles, etc., the expenditure thereon has not tended to diminish. Special efforts have therefore to be made in this behalf by Heads of Departments, Deputy Commissioners of Districts and other indenting officers, and the consumption of paper and stationery articles reduced to about 50 per cent of the average for the past two years.

2. The following instructions are issued in continuation of previous orders in the matter of economising the use of paper and stationery articles:—

(i) The use of both sides of paper should be strictly insisted upon in all possible cases and stringent measures adopted to stop all wasteful use;

(ii) Every available stock of paper and forms in the different offices of the State should be carefully conserved and profitably utilised;

(iii) Obsolete or useless forms should, as far as possible, be used for reprinting of useful forms and for other purposes;

(iv) Covers received should be cut open and used again, as far as possible, by pasting the cut end with slips;

(v) Heads of Departments are requested to carefully examine the works sent from their departments to the Press, and see that printing works is reduced to a minimum, both as to quantity and cost, and submit before the 31st July 1922, for the information of Government, a revised standing list of works from their departments that have got to be printed. The Superintendent, Government Printing, will furnish to the Heads of Departments and the Deputy Commissioners of Districts, before 30th June 1922, a list of printing works (showing the number of foolscap pages, cost of paper, and cost of printing in each case) usually done for their departments, to enable them to submit the lists called for above before the due date;

(vi) The Superintendent, Government Printing and Stationery should, on his part, use, wherever possible, thin paper instead of thick, and brown or other paper instead of white to keep down cost.

A statement showing the cost of stationery issued to the various indenting officers during 1921-22 should be submitted for the information of Government before the 15th July 1922.

3. Heads of Departments and Deputy Commissioners of Districts are requested to co-operate in this behalf and issue such subsidiary orders to their subordinate offices as may be necessary to achieve the end in view. A report of the action taken in this connection may be sent for the information of Government before 1st July 1922.

C. E. RAMA RAO,
For *General Secretary to Government.*

To—The Heads of Departments.
The Deputy Commissioners of Districts.
The Secretaries to Government.

No. Fl. 1795-1850—G. F. 54-31-1, dated 14th September, 1931.

APPENDIX II

OFFICIAL MEMORANDUM

No. M. 5595-639—P. & S. 74-21-2, dated 6th June 1922.

As it is found necessary to observe strict economy in the use of stationery, the Heads of Departments are requested to see that all covers received by them through local delivery are cut open carefully on one side only and returned to the office of despatch after taking the contents so that the covers may be used again by pasting small slips to the cut end. By such arrangements, a cover may be used at least half a dozen times and thus much stationery may be saved.

By Order,
S. HIRIANNAIYA,
General Secretary to Government.

To—The Heads of Departments in Bangalore.

APPENDIX III.

G. O. No. E. 1737-95—P. & S. 74-21-9, dated 7th September 1922.

Envelopes.

Issuing detailed instructions in regard to economising the use of

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OFFICIAL MEMORANDUM.

Order No. E. 1737-95—P. & S. 74-21-9, dated 7th September 1922.

In continuation of Government Order No. M. 5501-60—P. & S. 74-21-1, dated the 1st June 1921 and Official Memorandum No. M. 5595-639—P. & S. 74-21-2, dated the 6th June 1922, the following revised instructions in respect of the use of envelopes are issued:—

(1) Envelopes should be fastened by pasting a slip over the flap, without the flap itself being gummed, and the address and other details written or printed on this slip. The addressee will, in opening the envelopes, merely cut across the slip *without injuring the flap*, so that the envelope can be used again by pasting on it another similar slip.

(2) In the case of envelopes transmitted by post, the flap should contain instructions to the post office to impress its stamp on the slip only, even in the cases of envelopes on which the names of addressees have already been printed. Envelopes should be collected and returned to the office of issue as already directed in the Office Memorandum referred to above.

(3) In the case of long envelopes, slips with perforated cages may be pasted over the flaps only one cage, namely, the outermost one on which the address is written, being gummed and utilised each time the cover is sent out.

(4) Wherever practicable, combined letter-envelopes should be brought into use and the use of separate envelopes dispensed with.

(6) The Superintendent, Government Printing and Stationery, will print slips to suit the several sizes of envelopes and supply them to the several officers together with the combined letter envelopes.

(6) The supply of envelopes to Departments will be reduced by 50 per cent, as the general observance of the above instructions is expected to result in a considerable saving in envelopes.

B. VENKOBA RAO,
General Secretary to Government.

To—The Secretaries to Government.
The Heads of Departments.
The Deputy Commissioners of Districts.

WD 668—GPB—650—21-9-31.

G.R.S. App. F VI—G 2]

SUBJECT .....

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Diary No. of letter replied to .....

Section Cens.

File No. 5-31.

Serial No. 7

General and Revenue Secretariat

( ) .

the *193*

Proceedings of the Government of His Highness the Maharaja of Mysore.

Date of issue ...../...../..... 193/.

Signed by .....

Read—

G.O. No. G. 4086-9/Cens 18-30-2 dt 17-10-1930 approving the appointment of Mr. K. Narasinga Rao, a clerk of the District Excise office, Bangalore as head clerk of the office of the Censes Supdt. on Rs 65-5-75

~~Order thereon.~~ No G.O. No. FR 1795-18 G. 7-54-31-1 dt 14-9-1931 directing among other things that the rules regarding the grant of increments to officers holding appointments on progressive rates of pay (or time-scale) otherwise than substantively

May this be—

(i) printed ?

(ii) treated as a standing order ?

(iii) published in the Gazette, English Part ?

(iv) translated ?

(v) placed at the disposal of the press ?

(vi) published in the Gazette, Kannada Part ?

will be suspended and future increments to ~~all~~ such officers will not be granted except under the specific orders of Govt.

Letter No. 276 dated 10-10-31 from the Census Deptt requesting, in the circumstances explained sanction to the grant of an increment of Rs 5/- due to Mr R Narasinga Rao, Head clerk of his office, the extra cost being met from the provision under "Establishment" in the current year's budget of the Census Deptt

(as required by GO No. Fl 1795 - 1850 & Fr 54-31 - 1 Ways & Means 31)

List of Enclosure

order No. F. 3666-7 dt 16/11/31

sanctioned

dt 16/11

General Secretary

Copied by

Examined by

To The Controller
The Census Deptt

BZ 16/11

WD 73—GBPM—20,000—10-8-31.